



CSU Replay

Using CSU Replay

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CSU Replay Policies and Guidelines

It is your responsibility to be familiar with and adhere to all CSU Replay Policies and Guidelines. Links to the policy and guidelines are available on the [CSU Replay](#) webpage.

Technical Support

For CSU Replay technical support, please contact the [IT Service Desk](#).

Note: DO NOT log a Help Ticket with Panopto.

Using CSU Replay

Enabling and Accessing CSU Replay in Interact 2

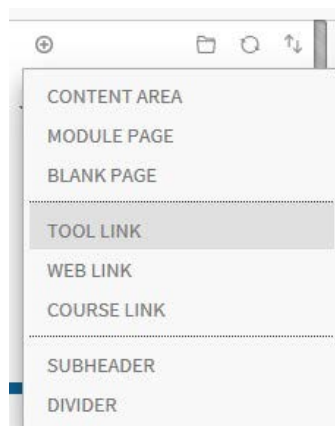
Log in to [Interact2](#) and navigate to the subject that you wish to add or watch the CSU Replay videos for.

If the CSU Replay tool is not visible on your site, you may need to make it visible:

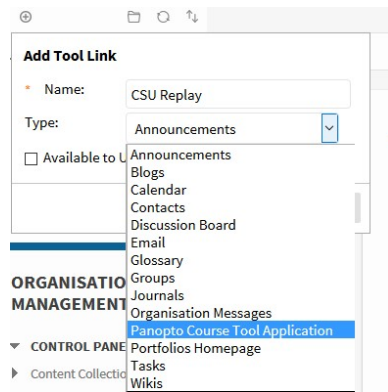
In edit mode of your Interact2 site, click on the + sign in the top left of the page.



Click on the Tool Link option.



Using CSU Replay



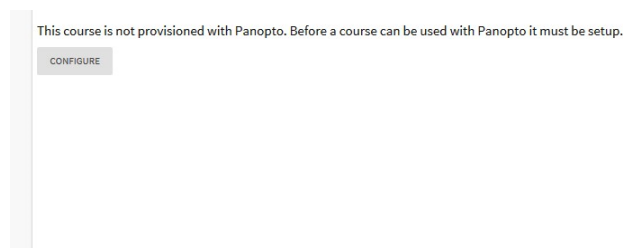
Type CSU Replay in the Name field and select Panopto Course Tool Application in the drop down box.

Tick the Available to Users box and press Submit.

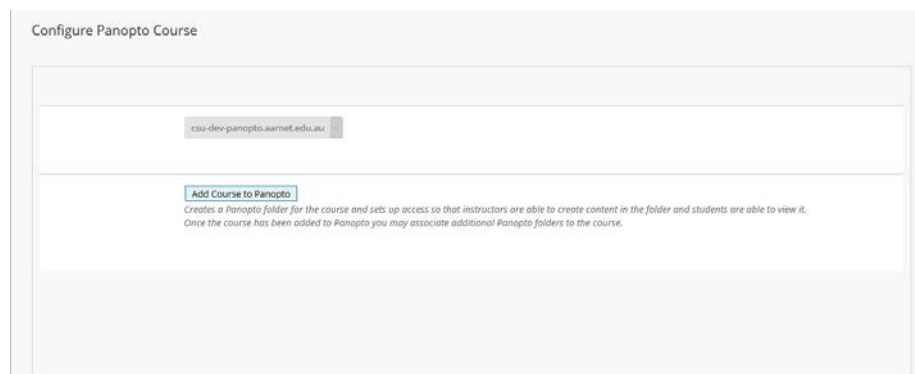
This will place CSU Replay in the left hand menu of your Interact site.

Click on the CSU Replay link in the left hand menu of the Interact2 subject menu.

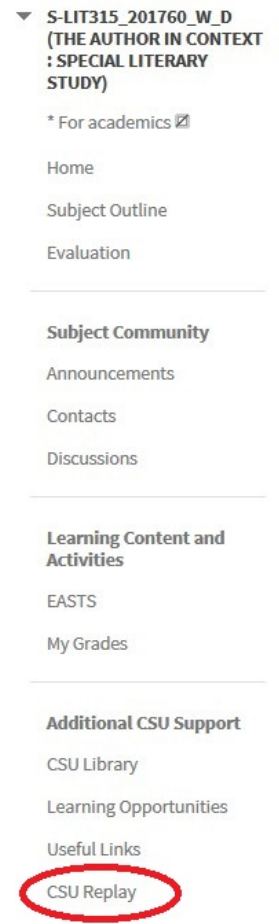
If you see a screen informing you that the course is not provisioned with Panopto, click the **Configure** button.



On the next screen click the **Add Course to Panopto** button

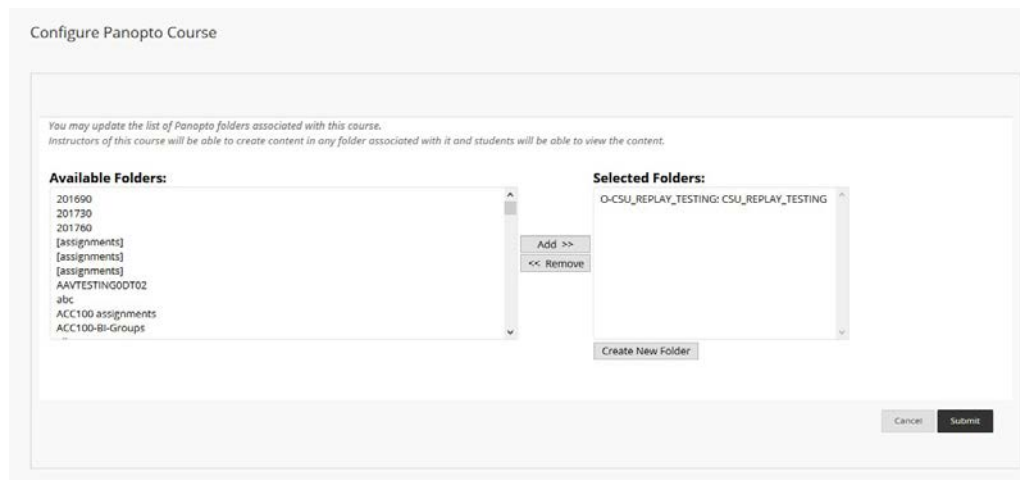


Press **OK** on the next screen

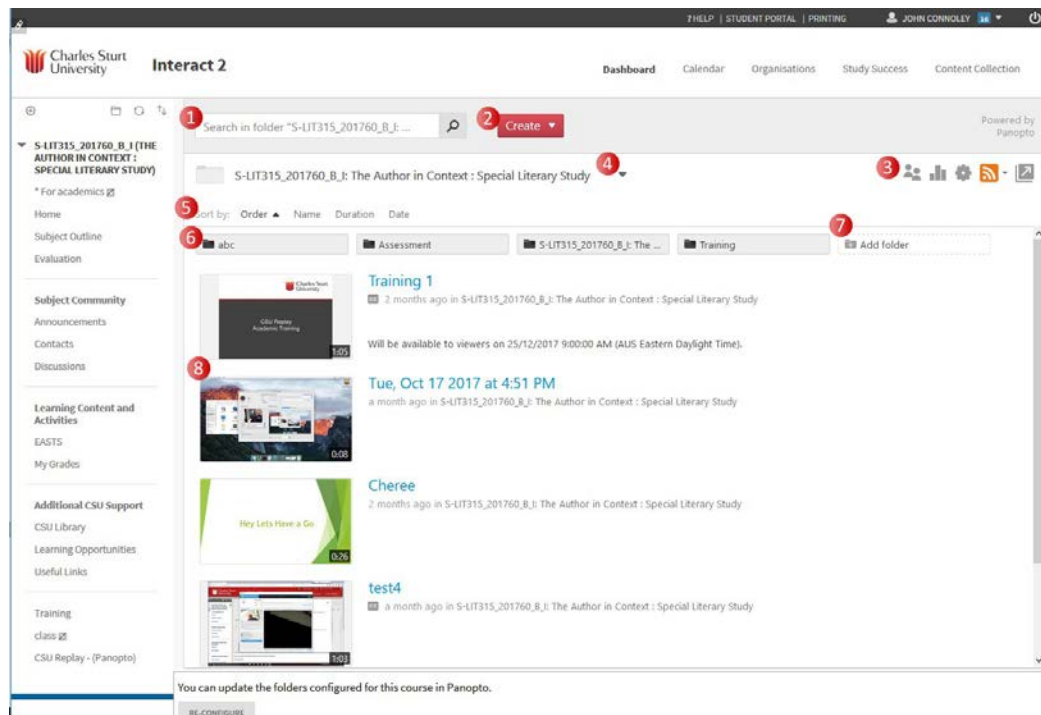


Using CSU Replay

Press the **Submit** button on the final screen.



The main body of the page will load the CSU Replay recordings for that class.



1. Search box
2. Create new recording
3. CSU Replay administration toolbar
4. Current folder of content
5. Sort options
6. Sub-folders (if enabled)
7. Create new sub-folder
8. Recordings

Searching Recordings

CSU Replay automatically gathers the text from slides that are displayed in the video by using Optical Character Recognition (OCR) across the slides, or from the audio of the recording using automatic speech to text, making this information searchable.

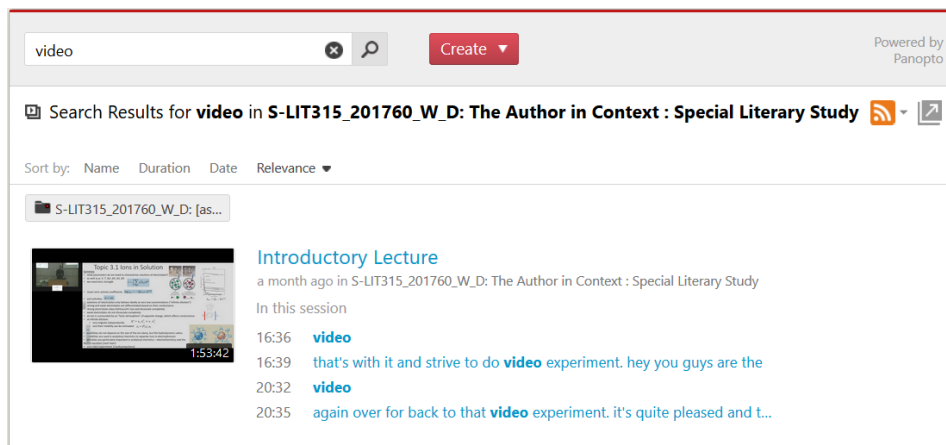
The notes that you take in the streaming player are also added to your search query.

There are two ways to search your recordings:

1. Using the global search

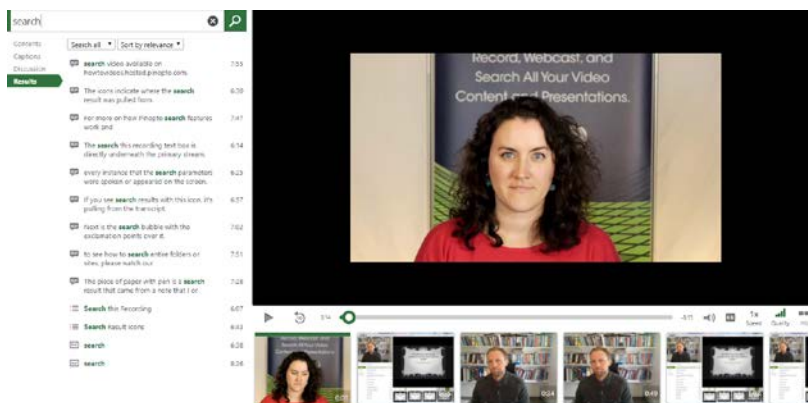
The search bar along the top of the list of recordings searches globally throughout the listed recordings for the search terms that are either spoken OR written on the screen.

Clicking on a result launches the video at the point of the search term.

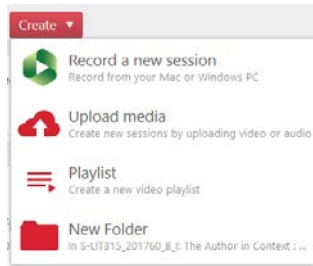


2. From within the streaming player

This method uses the search function when watching a video. This searches the current video only, and displays the results in the left hand margin.



Create Button



By clicking this button you are presented with options on creating a new recording for *this* subject.

Record a new session is used when you wish to make a recording from your computer, not in a teaching space.

Pressing this will open the recorder software on your computer.

The Panopto software can be installed on CSU staff computers via the [Install Software](#) icon on the desktop (Windows) or via Self Service (Mac).

If you are using your own computer there is an option to download and install this software on this screen.

You must have a microphone to record a session and a web camera if you wish to have a picture of yourself. Most modern laptops have both a microphone and web camera in the lid of the laptop. The Division of Information Technology (DIT) recommends that a headset with microphone be used for the best quality audio in the recording.

For CSU hardware purchases, please see the [CSU Computer Shop – How to Order](#) page.

[Instructions for using the Panopto recorder](#)

Upload media allows you to drag and drop a video that you already have on your computer, and add it to your recordings for this class.

A video demonstrating this procedure is available at [Uploading Media](#).

Playlist creates a single icon for a group of recordings that will play one after the other. For more information go to the Panopto [Playlists](#) article.

New Folder creates a sub-folder in the current course.

Tips for Recordings

- Speak slowly and clearly when recording a lecture
- Be aware of your environment when recording:
 - External sound sources will diminish the quality of the recording
 - If using a camera, be aware of what is in the background, a neutral coloured wall is best
- Ensure that your slides are not cluttered – see [PowerPoint Best Practice](#) at the end of this guide

A short test recording is recommended to confirm that your recording is configured correctly. Please remember to delete this recording.

CSU Replay Administration Toolbar



Opens the Sharing option.

A guide to sharing can be found at [How do I Share a Folder?](#)



Analytics icon opens up the statistics for the course.

A guide to folder statistics can be found at [Viewing Folder Statistics](#).



This icon opens the folder option screen.

The folder option screen contains several options which will be discussed later in this guide.



RSS feed icon for getting recordings into programs such as iTunes using RSS feeds. You can download either a video version, or just the audio of the recording.

[Please see the iTunes section at the end of this guide](#)

If you use a different application for your podcasts, you can use the “Subscribe to RSS” option to find the RSS feed URL to use in that application.



This icon opens up the full CSU Replay (Panopto) website where you will be able to see all recordings that you have created.

Current Folder of Content

This drop down box allows you to change the view to any CSU Replay folder you have permissions to see. You can use this to quickly change the view to another subject you are enrolled in or are the instructor for, to see if there is any new content for that subject.

Sort Options

You can change how the videos are displayed by clicking on the appropriate sort option.

- Name – Sort the recordings alphabetically
- Duration – Sort by length of recording
- Date – Sort by date of the recording

You can click the category a second time to reverse the order of the sort.


Recordings

This is a list of all the recordings for a subject.

Click on any recording to launch it in the streaming player.

Some recordings may have closed captions enabled. You can see if a recording has available captions by the closed caption symbol underneath the name of the recording.

Introductory Lecture

 21 days ago in S-LIT315_201760_W_D: The Author in Context : Special Literary Study

As the instructor in the course, you will also see a toolbar appear to the right of the thumbnail.



These options only reflect the individual recording and not the whole subject, so the settings, share and statistics option only affect this video. You can also enter the editor from here to edit the recording. These edits are non-destructive, meaning that as long as the video remains on the site it can be re-edited or have the previous edits reverted back by the instructor.

The delete option will permanently delete the recording.

Using CSU Replay

Editing Recordings

CSU Replay has an online editor that can be used at your convenience. This editor uses HTML5 and is compatible with all modern web browsers (Chrome, Firefox, Safari, Internet Explorer and Microsoft Edge).

A detailed guide to using this editor can be found at [Basic Editing](#).

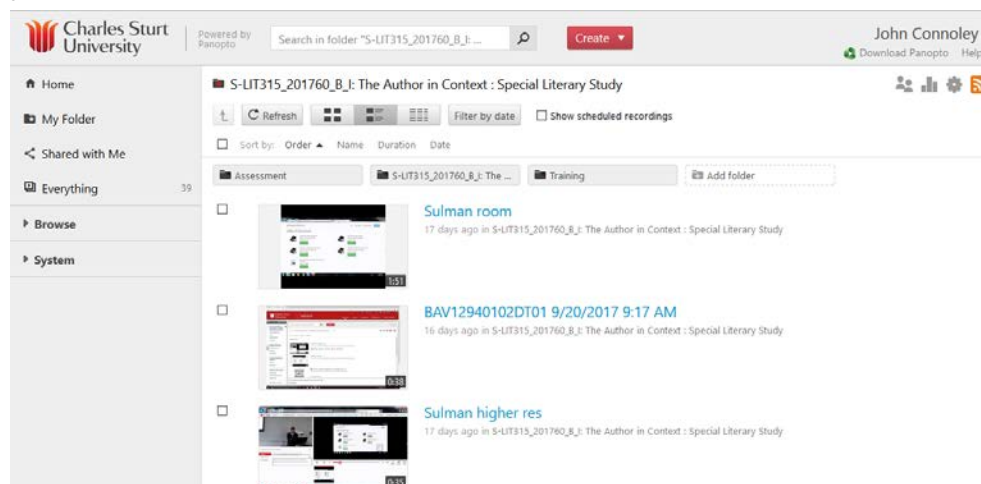
Copy Recordings

To copy a recording from one subject to another that you are a presenter in you will need to be in the full Panopto site.

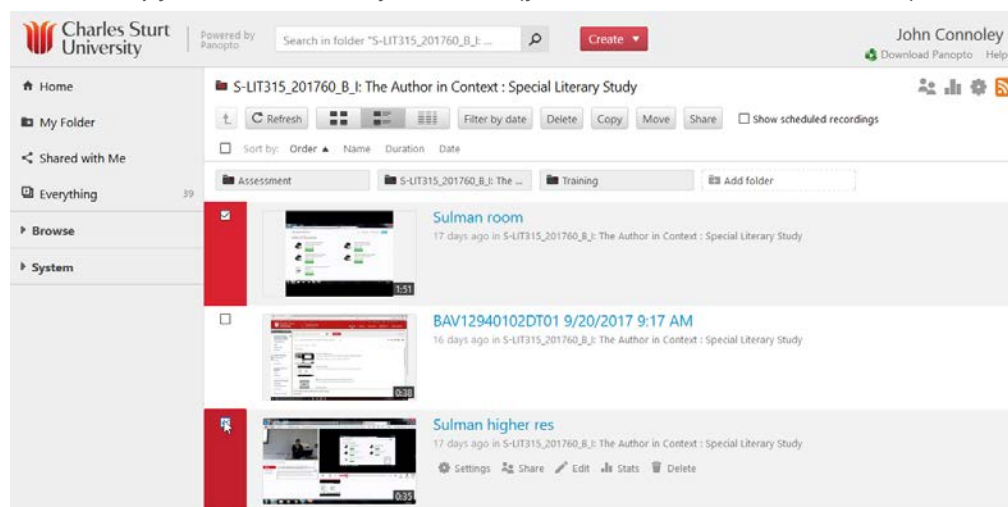


To access this from your Interact2 CSU Replay site, click the arrow at the top right of the CSU Replay screen.

This launches the full CSU Replay Panopto web page. You can navigate to any folder that you have access to and view the videos.



You will notice that there is a tick box in front of each recording. Tick the recordings that you wish to copy from the folder you are in (you can select more than one).



Using CSU Replay

After ticking the recordings you want to copy, a copy button will appear in the top menu. Click this to bring up a confirmation box.

Chooses the destination you wish to copy the recordings to.

Copy session(s) to ×

Choose a folder or start typing to search

1

Sulman room

2

Sulman higher res

Copy session(s) to ×

Choose a folder or start typing to search

Quick access

S-ACC100_201730_A:I: Accounting 1

O-CSUReplay: CSU Replay Demonstration site

All folders

My Folder

Interact2 QA

O-CSU_Replay_Accessibility: CSU Replay - Accessibility

O-FoAE_CSU_Replay: FoAE CSU Replay testing

O-panopto: Panopto Test

S-FIN211_201630_B:D: Financial Management

S-ITCS06_201560_W:D: Topics in Information Technology Ethics

S-LIT315_201760_B:I: The Author in Context : Special Literary Study

S-LIT315_201760_W:D: The Author in Context : Special Literary Study

S-NRS211_201530_B:D: Essential Nursing Care: Acute Care. Merged Site for all Students

S-PHY101_201530_W:D: Mechanics and Thermal Physics

S-SOC205_201630_W:D: Social Research

S-SPH510_201530_A:D: Introduction to communication and swallowing

O-CSUReplay: CSU Replay Demonstration site

Press the green copy button to finish the copying.

Copy session(s) to S-LIT315_201760_W:D: The Author in Context : Special Literary Study Copy ×


Other people can see items in this folder

Assignment Folder (optional)

As an additional feature, you can add an assignment folder to your CSU Replay course. This will automatically add all the students in your course with limited ability to upload recorded content to the site. This is done based on the enrolment in the site in Interact2.

The folder will be named by default the name of the subject with [assignments], for example S-LIT315_201760_B_I: The Author in Context: Special Literary Study [assignments].

A guide to enabling and using the assignment folder can be found at [Assignment Folder \(Student Recordings\)](#).

TIP: After creating the assignment folder rename the folder to a shorter name so the folder name is easier to see. To do this, click on the folder, click the folder settings icon  and press the edit link at the end of the assignment folder name.

Folder Information

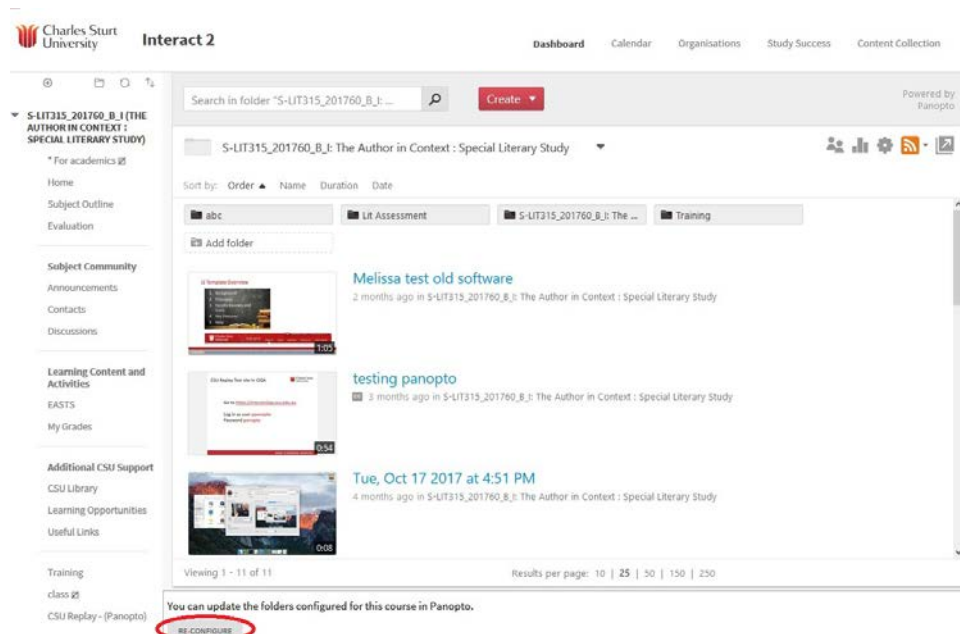
Name	S-LIT315_201760_B_I: The Author in Context : Special Literary Study [assignments] Edit
------	--

Change the name and press save.

Advanced Interact2 Configuration

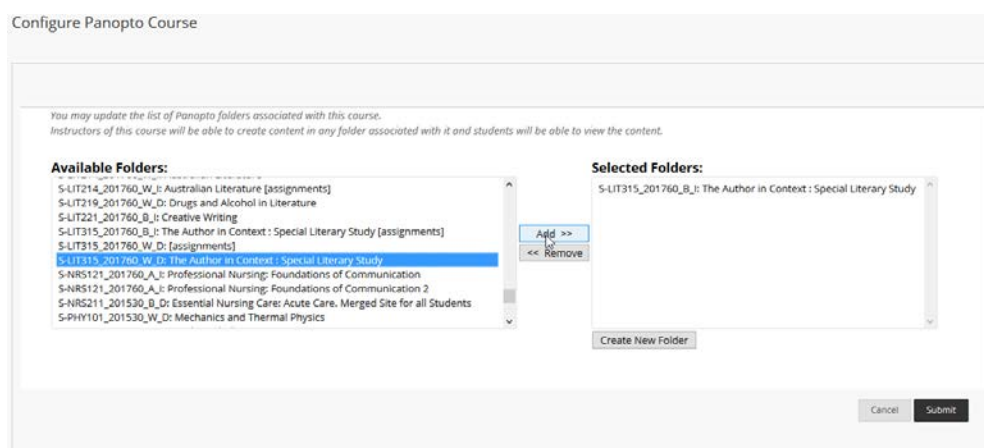
Multiple Interact2 sites looking at one CSU Replay Repository

If you want a number of different Interact2 sites to see just one location of recordings, you can modify the folder that CSU Replay's Panopto tool shows. To do this click on the re-configure button at the bottom of the CSU Replay Interact2 screen.



On the new screen, select the folder on the right hand side and click remove, then select the folder that will contain the recordings on the left hand side and press add.

You will only see folders for subjects that you are an instructor for.



Press the submit button after you have finished.

Using CSU Replay

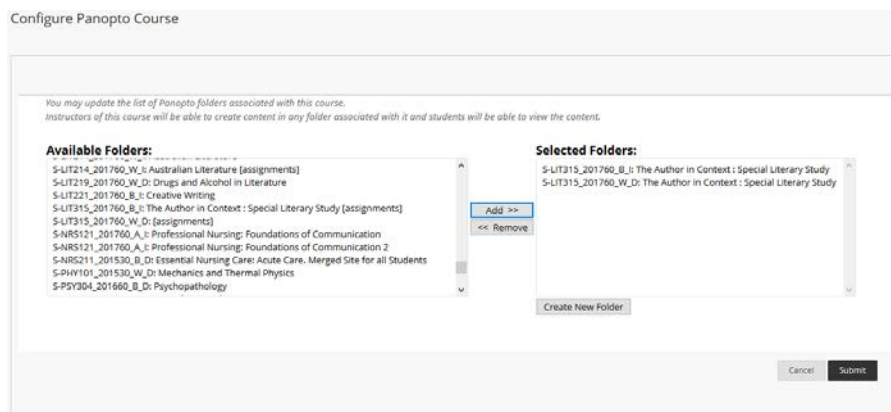
Multiple CSU Replay Repositories in one Interact2 Site

If you want to have a course that can see more than one subject's CSU Replay recordings, you have the following options.

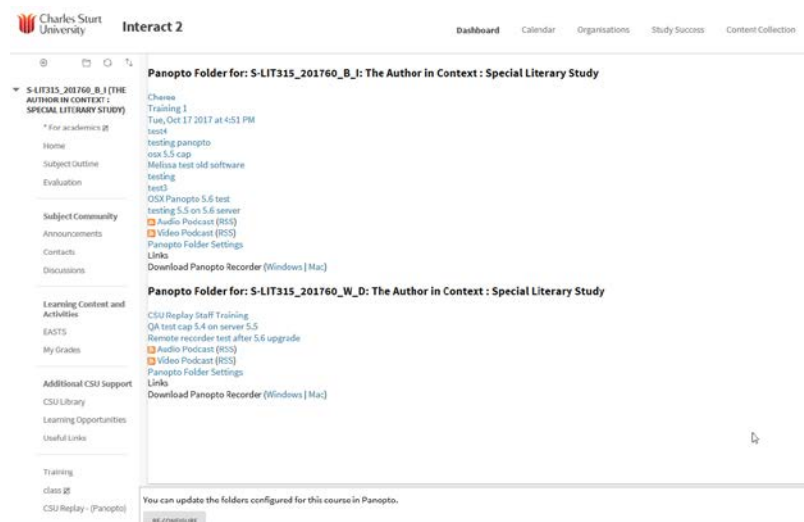
- Copy the content every week from the other course to your course, or
- Add the other Interact2 CSU Replay site's folder to your recordings folder.

The second option has the advantage that it automatically shows any new recordings, but due to limitations in the plugin, all recordings are displayed in a list as opposed to having them display as thumbnails, and the search functionality is removed.

The process to add the other CSU Replay folder is similar to the one above, except you do not remove the folder, instead you add a second one.



The view for the subject will now look like this:

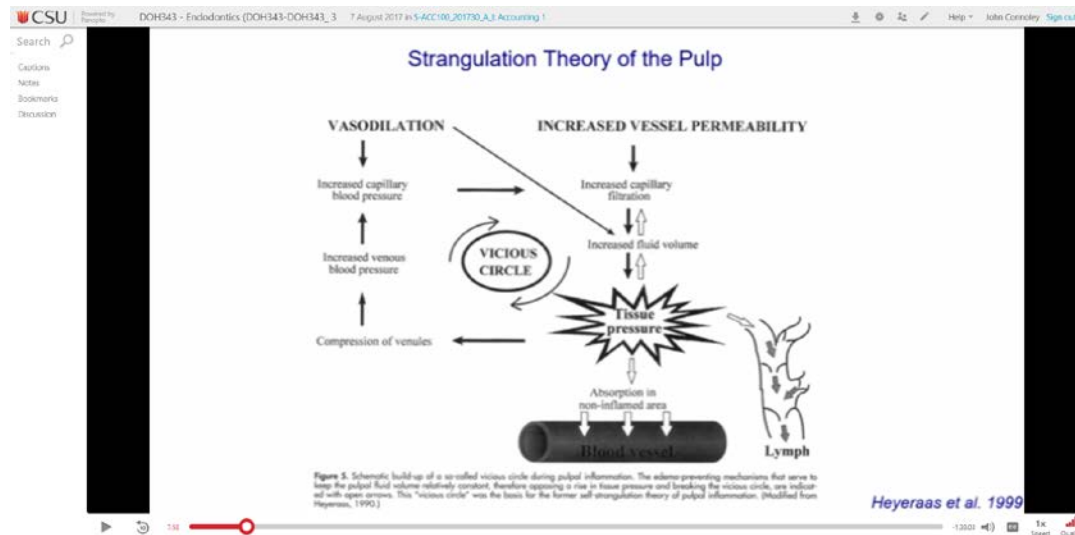


Clicking on a link will launch that recording in the streaming player.

Playing a Video

Streaming Player

Clicking on a video will launch the streaming player in a new web browser window.

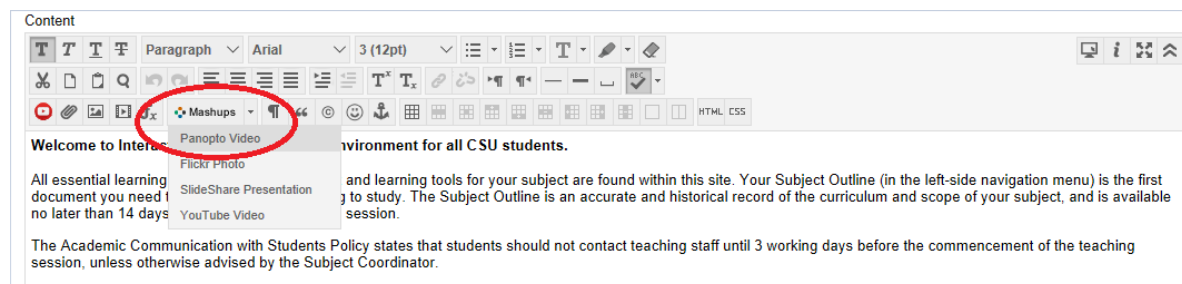


For more information refer to the [guide to the streaming player](#).

Embedding Recordings – Interact2 Mashup Tool

CSU Replay now has the ability to embed your recordings within other Interact2 content using the Mashup Tool.

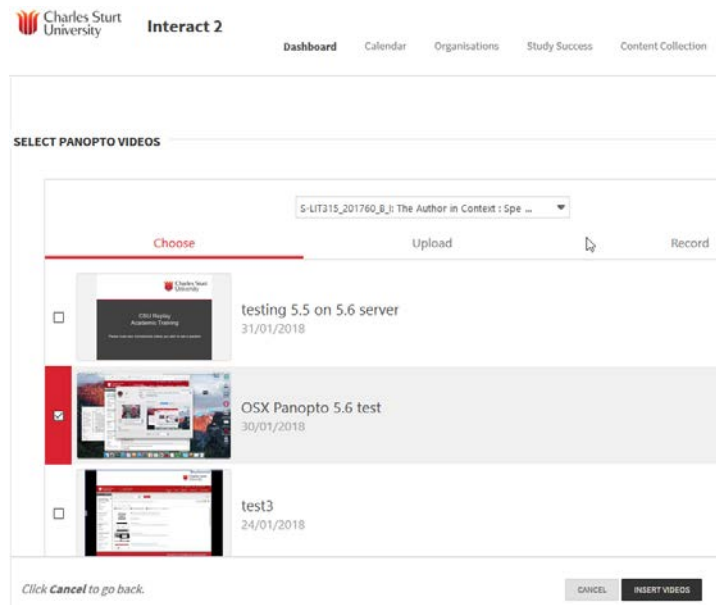
When you are editing some content, for example a course module or an announcement, you can click the Mashups button and select the Panopto Video option to bring up a list of your recordings.



Thumbnails of recordings in the current course will be displayed below, and you can choose a different folder location from the drop down box if you wish to display content you have recorded for another course.

Alternatively, you can upload a video you have on your computer or create a new recording to add to the list using the upload or record tabs.

Using CSU Replay



Tick the box next to the recording you wish to embed and press insert video. This adds a placeholder for the video that will display the recording when you save and leave edit mode in Interact2.

A more in depth guide on Mashups is available at [Using the Mashup Tool](#).

Download Video

There are two ways to download the video to your computer, using RSS feeds (see section below for subscribing to iTunes) or directly from the streaming player.

In the streaming player there is a download icon in the top right hand of the playback window that looks like a downward pointing arrow.



Click this to save the video to your computer.

Download Audio

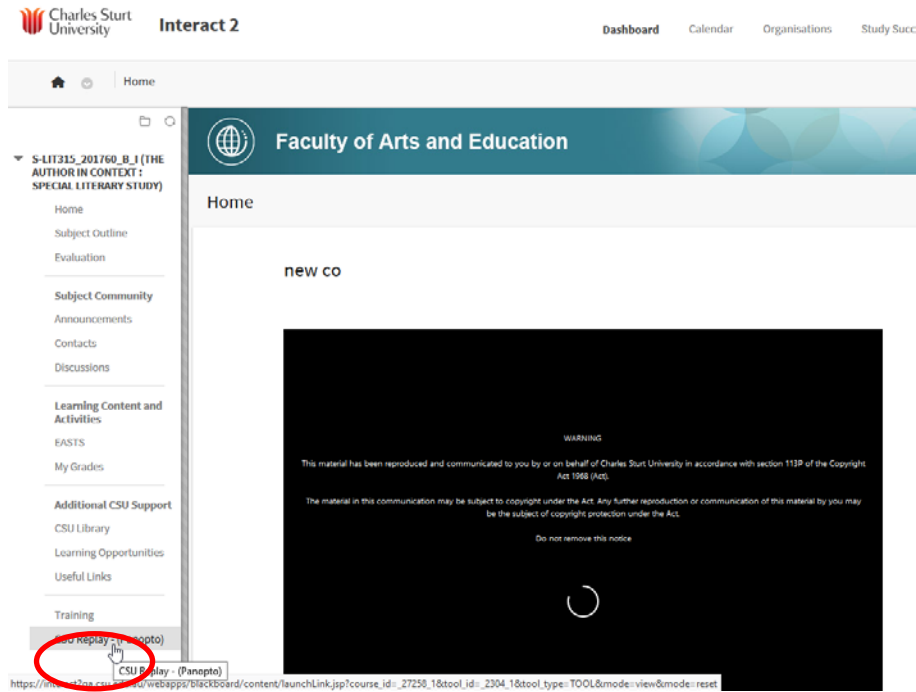
If you wish to download the audio only, use the iTunes instructions below.

iTunes

Subscribing to a subjects recordings using RSS feeds

1. Open up the subject in Interact2 and navigate to the CSU Replay link

Using CSU Replay



2. The RSS icon is in the top right hand corner of this screen



Note: When you click on this icon you will see four options:

- Subscribe in iTunes
- Subscribe to RSS
- Subscribe in iTunes (audio only)
- Subscribe to RSS (audio only)

If you are using a computer, the simplest way to subscribe to the recording is to use the Apple iTunes application. ***Before proceeding***, please install the iTunes application from the Apple website.

Apple iTunes

- Go to <https://www.apple.com/au/itunes/>
- Uncheck the options (unless you wish to be emailed)
- Click Download Now and select Save (select the appropriate location on your computer you wish to save to)
- Once it has finished downloading, install iTunes

Using CSU Replay

You need administration rights on your personally owned computer and installer's rights on CSU owned computers to download and install iTunes.

3. Click either Subscribe in iTunes or Subscribe in iTunes (audio only), depending which content you wish to download, and your computer will prompt you to open. Agree to this and the course will automatically appear in your Podcasts section of your iTunes program.



You can click on the feed icon to see all content for the course, and if you wish to save a copy locally click the cloud at end of each recording. This will be saved in the iTunes folder of your computer (*in Windows this will be in your My Music folder and MACS your Music folder*).

If you have a different application to subscribe to Podcasts, use the Subscribe to RSS option and follow the instructions provided by the manufacturer for the application you wish to use.

Podcasts apps are available for Android and Apple portable devices from their App Stores.

Using the Panopto App for Android and iPad/iPhones

The Panopto app is available for Android and Apple IOS devices from the respective stores.

- Android:
<https://play.google.com/store/apps/details?id=com.panopto.androidapp>
- Apple IOS (iPhone and iPad):
<https://itunes.apple.com/au/app/panopto/id505718507?mt=8>

After installing the application, please see the appropriate guide for instructions on entering the server address for CSU. This address is **csu-panopto.aarnet.edu.au**

Guides are available from Panopto help site for the [Android](#) and the Apple [iPhone](#) and [iPad](#) apps

Using CSU Replay in a Teaching Space

Scheduled Recordings

If you require your class to be recorded we need to know about it in advance. We require two business days notification before an event to ensure the recording is configured successfully.

Please fill out a [CSU Replay - Learning and Teaching Registration Form](#).

Using CSU Replay



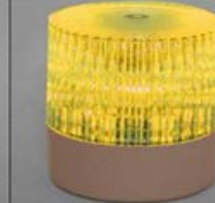

This creates a request within DIT. You will be emailed an incident number so that you can track the status of your request.

The On Air light

The On-Air light is used as a Visual Signal Indicator as an in-class controller for the CSU Replay Remote Recorder displaying one of four colours and provides presenters with:

- A convenient glowing button as a visual indicator when actively recording, paused, stopped or has a fault. This is useful when a recording has been scheduled in advance and provides a quick visual reassurance that the recorder is working as expected.
- Control of their video recording by simply pressing the light to start, stop, pause, and resume their recordings.

An easy way to help presenters pause and restart recordings:

Off / Previewing	Recording	Paused	Recording Fault
			
The Remote Recorder is idle and ready to begin scheduled recording. Optional: Press and Hold for 5 seconds to start adhoc recording Note: Contact Service Desk to retrieve recording	The Remote Recorder is recording Press and Release to pause recording or Press and Hold for 5 seconds to stop recording	The Remote Recorder is paused Press and Release to resume recording or Press and Hold for 5 seconds to stop recording	The Recorder is disconnected or has a fault and requires troubleshooting. Call Service Desk on 84357 and press option 1 for urgent teaching space support.

Video Conference Teaching Spaces

CSU Replay uses the University's

video conference infrastructure to record classes that occur in teaching spaces fitted with a video conference system. These rooms are known as Interactive Video Teaching (IVT) spaces. If a lecture is occurring in one of these spaces and is being recorded, the room has to be operated as if the class was being taught as a video conference class. You will not be able to pause a recording in these rooms.

Please consult the [Classroom Technology at CSU](#) (ELMO eLearning system module) for instruction on using this type of room, or contact the [IT Service Desk](#) for further information.

Microphone Usage

Most teaching spaces that have CSU Replay enabled in them have been equipped with lapel wireless microphones.

To turn the microphone on - press the power button located under the battery flap. The On light will display a solid red light. If the On light is flashing, then the battery is almost flat.

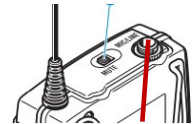


Please contact the [IT Service Desk](#) for a replacement rechargeable battery to avoid having the audio fail during the lecture.



The display panel on the front of the microphone has an audio meter located along the left hand side. This bar fills up as you speak indicating that the microphone is receiving sound.

If the word MUTE is displayed, the microphone mute switch has been engaged. Toggle the mute switch off using the slide switch located at the top of the transmitter pack.



For best audio performance and to reduce variations in audio recording volume levels, position the microphone in the center of your body. This will minimise audio fade when your head is turned.

Attach the microphone in such a way that you avoid cloth hitting the microphone. This will help eliminate friction noise on your recordings from material rubbing against the microphone.

This microphone is rechargeable and a recharge station has been installed on the lectern.

Please return the microphone to the recharger after use to ensure that the transmitter will be powered for subsequent users.

Place the transmitter in the cradle making sure the recharge pins are correctly aligned. There are two recharge pins located on the right side and one pin located on the left side.

An indicator light will turn on at the bottom of the recharging dock.

- Solid Red indicates the microphone is charging
- Solid Green indicates the microphone is fully charged
- Flashing red means there is a fault with the device, try reseating it and if still flashing contact the DIT service desk on 84357 and press 1 for urgent teaching space support to have this problem rectified so that other teaching activities are not adversely affected



Appendix

PowerPoint Best Practice

Before you complete your presentation, there are a number of things that you should look for:

Text - make your text large so it is easy for your audience to read:

- Titles should be around 36 – 40 points or more
- The body should be about 24 points or more
- Stick to one font with different sizes and styles (bold, italics)

Slide Layout – use your slides to visually punctuate your message:

- Use statements instead of sentences
- Keep it short
- Use keywords to help the audience focus on your message

Text slides should be brief:

- No more than eight words per line
- No more than eight lines per slide

Colour – use a colour format that gives good contrast between background and text:

- Dark backgrounds with light coloured text work best
- Don't use too many colours, keep it simple

Clip Art and Photos – use clip art wisely:

- Clip Art should enhance and clarify your message
- Subdue clip art that has text overlaid on it for clarity
- Use drop shadows on text that overlays clip art
- Photos can be added to use as backgrounds or foreground objects. The resolution (pixels per inch) of your photos directly affects file size as well as quality of the image (lower resolution = smaller file size).

Delivering Your Presentation

- Try it out before you deliver or record it, it will make for a polished presentation
- Don't leave your Screen Saver on

Version Control

Rev	Date Created	Created by	Revised Date
V6	1/10/2018	John Connoley	
V5	19/09/2017	Shane Meekin-Sutherland	9/2/2018
V4	19/09/2017	Shane Meekin-Sutherland	3/11/2017
V3	19/09/2017	Shane Meekin-Sutherland	12/10/2017